
Contract Checklist

Pre-Award & Award



Recovery Accountability
and Transparency Board
Washington, DC

Pre-Award Checklist

1. If this is an interagency acquisition, does the Interagency Agreement include language determining Agency roles and responsibilities for meeting reporting and posting requirements under the American Recovery and Reinvestment Act (Recovery Act) and as implemented through OMB guidance and the FAR?

YES ___ NO ___

2. Does the solicitation or award indicate which products or services are funded under the Recovery Act?

YES ___ NO ___

3. Does the solicitation/award include the required FAR clauses relating to:

- Whistleblower Protection?

YES ___ NO ___

- Contractor Reporting Requirements?

YES ___ NO ___

- Special Buy-American Act requirements?

YES ___ NO ___

- Expanded GAO/OIG access to contractor records?

YES ___ NO ___

4. Were all authorized small business contracting programs considered in order to provide small businesses with maximum opportunities to participate as prime and subcontractors?

YES ___ NO ___

5. Does the solicitation/award comply with the environmental requirements of FAR Part 23?

YES ___ NO ___

6. Was a pre-solicitation announcement posted on FedBizOps (FBO) (required for both contracts and orders issued under task or delivery order contracts (See FAR Subpart 5.704(a)(2))?

YES ___ NO ___

7. Is the FBO pre-solicitation announcement appropriately identified by:

- including the word "Recovery" as the first word in the *Title* field (if notices are submitted electronically via ftp/email)? YES ___ NO ___, or

- selecting "yes" for the field "Is this a Recovery and Reinvestment Act action" on the *Notice Details* form (in Step 2) located below the NAICS Code field? YES ___ NO ___

8. If the pre-solicitation announcement was for an order under a task or delivery order contract, did it include the following statement in the *Description* field in FBO preceding the actual description?

THIS NOTICE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THIS OPPORTUNITY IS AVAILABLE ONLY TO CONTRACTORS UNDER (CONTRACTING OFFICER INSERT PROGRAM/CONTRACT NAME).

YES___NO___

9. Is the description of the supplies and services (including construction) in the FBO notice clear and unambiguous to the general public?

YES___NO___

Reminder

- Any Recovery Act funded action that is not both competitive and fixed price must be supported by a “rationale” posted on FBO for other than a competitive and/or fixed price approach. See Award Checklist (over) and FAR 5.705(b) for more details.
- This requirement applies regardless of dollar value or whether the action is funded in whole or in part by the Recovery Act. It also applies to contracts, orders, or modifications to an existing contract or order.
- This requirement does not relieve you of your obligations to document the file and obtain approvals of other than competitive or fixed price actions required elsewhere in the FAR or by your agency.

Award Checklist

1. If an award was not competitive, was it documented in the contract file as required by the FAR and Agency policy?

YES___NO___

2. Was the contractor determined to be responsible and was verification conducted to ensure the contractor was not listed in the Excluded Parties List System at www.epls.gov?

YES___NO___

3. Was the award announced on FBO?

YES___NO___

4. Is the FBO award announcement appropriately identified by:

- including the word “Recovery” as the first word in the *Title* field (if notices are submitted electronically via ftp/email)? YES___NO___, or

- selecting “yes” for the field “Is this a Recovery and Reinvestment Act action” on the *Notice Details* form (Step 2) located below the NAICS Code field?

YES___NO___

5. Was a summary of the action, including a clear, plain language description of the required products or services (including construction), posted on FBO?

YES___NO___

6. Regardless of dollar value, if the contract action, including all modifications and orders issued under task or delivery order contracts, is not both fixed price and competitive, does the description in the FBO award notice announcement include a rationale for using other than a fixed price and/or competitive approach?

YES___NO___

7. Was the action reported in FPDS?

YES___NO

8. Did the FPDS entry include the TAS in the *Description of Requirement* field in the proper format?

TAS::XX XXXX XXX::TAS

YES___NO___

References

- FAR 4.605
- FAR 5.704-5.705
- FAR 9.103
- FAR 9.404
- FAR 52.203-15
- FAR 52.204-11
- FAR 52.212-4
- FAR 52.212-5
- FAR 52.214-26
- FAR 215-2
- FAR 225-21 – 52.225-24